

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054
Local Guard Services Kabul, Afghanistan

EXHIBIT J BACKGROUND INVESTIGATION REQUIREMENTS FOR U.S. CITIZENS, EXPATRIATES, AND THIRD-COUNTRY NATIONALS

1. Background Investigation Requirements

All U.S. citizens who do not require a Top Secret or Secret security clearance must receive a favorable Moderate-Risk Public Trust (MRPT) determination by the Government before beginning work. In addition, all Expats and Third-Country Nationals must receive a favorable Moderate-Risk Public Trust determination by the Government before beginning work under this contract. (See Sections C.1.2 (Personnel), C.3.4.2(Vetting of Non Secret Clearance – US, EXPAT AND TCN), and H.5.2.2. (Clearances/Suitability Determinations). Submission should be in accordance with instructions provided in Subsection H.5.2.2.4 Submission of Forms.

To enable the Contractor to swiftly deploy its personnel, the Government will provide interim Moderate-Risk Public Trust determinations, with the understanding that the Contractor bears the risk if its personnel are denied final Moderate-Risk Public Trust certifications. If a Contractor employee is denied a clearance, the Contractor shall pay (at its own expense) for the employee to return to his home country. The Contractor shall be responsible for ensuring that its personnel answer the questions on the required forms thoroughly and accurately. The Government shall give Contractor employees who are denied final Moderate-Risk Public Trust certifications the opportunity to appeal the decision by providing explanations. Applicants shall be given a hearing by telephone from Afghanistan and will be allowed to submit necessary explanations by fax or e-mail. The Contractor shall be responsible for providing interpretation services for non-English speaking employees who wish to appeal their unfavorable Moderate-Risk Public Trust determination.

2. Required Forms

The Contractor shall submit the following forms for each U.S. citizen, Expat, and TCN employee it proposes to the Government. Although the Government should ultimately hand-deliver or send by courier the completed forms, it is highly recommended that the Contractor initially submit these forms electronically in order to expedite processing. In order to complete these forms electronically, the Contractor should use the Electronic Personnel Security Questionnaire (EPSQ) program, which can be downloaded free of charge, from www.dss.mil/epsq. For more information about the requirements, visit <http://www.dss.mil/search-dir/epsq/sub.htm>.

- Standard Form 85-P (Questionnaire for Public Trust Positions) – This form can be found on the website of the Office of Personnel Management at <http://www.opm.gov/Forms/html/sf.asp>. It should be completed using the EPSQ program and should be in English.
- Standard Form 85-PS (Supplemental Questionnaire for Selected Positions) - This form can be found on the website of the Office of Personnel Management at <http://www.opm.gov/Forms/html/sf.asp>. It should be completed using the EPSQ program and should be in English.
- FD-258 (Fingerprint Cards) – The Department of State (DOS) shall provide the Contractor with fingerprint cards upon contract award. The Contractor shall submit two (2) cards per applicant.
- DS Form 4002 (Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act) - The Department of State (DOS) shall provide the Contractor with this form upon contract award.
- DD Form 214 (Certificate of Release or Discharge from Active Duty) – A copy of this form should only be used for proposing former U.S. military personnel. If a similar form is available for Expats or TCNs, it should be provided.

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- Foreign Relatives, Friends, and Associates Form - The Department of State (DOS) shall provide the Contractor with this form upon contract award.
- Proof of location and date of birth, including but not limited to certified birth certificate, notarized hospital record, or copy of passport, etc.

The contractor shall send ALL completed forms and supporting documentation by FedEx or DHL to the following address:

U.S. Department of State
Industrial Security Division (DS/IS/IND)
Bureau of Diplomatic Security
Attn: George Ranly/Dennis Siler
SA-20, 1801 North Lynn Street
Rosslyn, Virginia 22209

To expedite processing, it is strongly recommended that the Contractor initially submit the required forms in electronic form. The Contractor should use the Electronic personnel Security Questionnaire program, which can be downloaded free of charge from www.dss.mil/epsq. For more information about the requirements, visit <http://www.dss.mil/search-dir/epsq/sub.htm>.

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